



## Position Description Clubs and Constituencies Financial Administrator

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| Position Title: | Clubs and Constituencies Financial Administrator |
| Reports to:     | Associate Vice President of Finance              |
| Supervises:     | none   |
| Length of Term: | June 1, 2015- April 30 2016                      |
| Hours a week:   | 5-10   |
| Salary:         | \$10.50 per hour                                 |

### Position Overview

The office of the AMS Vice- President Finance is responsible for all financial matters of the organization, including all AMS clubs and constituencies. The position of the Clubs and Constituencies Financial Administrator demands a detailed oriented individual with strong communication skills as the main duty is to oversee clubs and constituencies finances and budgets. In addition, the person in the position will be responsible for and training of the treasurers.

The Clubs and Constituencies Financial Administrator will act as liaison between the clubs' and constituencies' treasurers and the office of Vice-President of Finance. The person will be in charge of communication, updating forms and handbooks, and helping treasurers with their budgets.

### Duties and Responsibilities

- Directly report to the Associate of Vice-President of Finance
- Coordinate the Clubs, Constituencies, and Resource Groups budget submission process; review the budgets on behalf of Vice- President of Finance
- Assist clubs and constituencies in the preparation of their budgets
- Monitor clubs and constituencies accounts to ensure that the clubs and constituencies are financially responsible
- Conduct orientation and authorization of all treasurers
- Update the Treasurer's Handbook
- Assist the office of the Vice- President of Finance with implementation of new systems
- Communicate with the clubs and constituencies with regards to financial matters
- Perform other tasks and duties as assigned by the Vice- President of Finance or Associate Vice-President of Finance

### Qualifications and Experience

- Strong writing skills
- Strong interpersonal and communication skills
- Strong organizational skills
- Accuracy and efficiency in data entry
- Strong attention to detail
- Proficiency in MS Office
- Experience and knowledge of the AMS financial systems and procedures is an asset
- Knowledge of issues at UBC is an asset
- Must be a UBC student